

REHABILITATION SUPERVISOR

General Statement of Duties: Administers the state and federal program of rehabilitation and housing improvements. Does related work as required.

Distinguishing Features of the Class: This is a responsible position within the Department of Community Development, which involves administering state and federal programs designed to assist low and moderate income residents in bringing their home to at least minimum standards. The employee in this class works independently on loan documents, advising on program operations as well as supervising any staff members assigned to this program.

Areas of Accountability:

1. Administers the housing rehabilitation and construction program.
 - Explains the rehabilitation program to applicants;
 - Determines the applicant's eligibility for the program based on eligibility standards;
 - Reviews loan applications and documents;
 - Prepares and submits all documents required under the program to state and federal agencies on each applicant and housing activities.
2. Inspects and arranges for inspections of housing dwellings.
 - Arranges inspections of the property to assure needs for rehabilitation loan; and
 - Assures compliance with state and federal regulations and building codes by investigating violations.
3. Supervises and coordinates the activities of assigned personnel.
 - Supervises the processing of loan applications;
 - Supervises the rehabilitation of houses;
 - Coordinates all work within the rehabilitation program and assigns work to staff;
 - Defines and delegates authority and responsibility to assigned personnel;
 - Supervises and trains persons assigned and assists them on technical problems.
4. Maintains records on individual projects and programs.
5. Keeps updated on the accurate construction cost estimates to be used by the rehabilitation staff in awarding contracts and assessments of loan requirements.
6. Designs and implements new programs in the housing rehabilitation and construction field to meet the needs of the public.

7. Works with lending institutions and funding agencies to develop leveraging programs.
8. Represents the department with the public, neighborhood groups, and others.
 - Answers citizen calls and complaints;
 - Serves on inter-departmental teams;
 - Works with state and federal officials.
9. Recommends changes of departmental policies to the Director of Community Development.
10. Performs other duties as assigned.

Required Knowledge, Skills and Abilities: Extensive knowledge of housing and safety codes, thorough knowledge of building trades and contracting; ability to detect housing defects; ability to prepare cost estimates and obtain bids; ability to direct and supervise others; ability to direct and supervise others; ability to form effective working relationships with home owners, contractors, and city staff.

ACCEPTABLE EDUCATION AND TRAINING: Prefer extensive experience in building construction trade with experience at the supervisory level or any combination of experience, education or training that provides required knowledge, skills and abilities.